

1995

Executive Committee Minutes June 1994-May 1995

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Colored Pencil



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE AGENDA

TUESDAY, JUNE 14, 1994

10:00AM--FIRELANDS COLLEGE CAMPUS

1. Welcome and Introductions
2. Report on Board of Trustee's Meeting
3. Summer ASC Executive Committee Schedule
4. Fall Reception Date
5. Scholarship Committee Report
6. ASC Procedure Questions
 - a. having representative name a permanent substitute
 - b. could standing committee members be non-ASC representatives
7. Firelands College update

ASC Executive Committee Meeting Agenda
Tuesday, June 28, 1994

✓ market ady.
Mark/ Ina Bur
market adjustment

1. Welcome and Introductions
2. Presidential Search Committee
3. University Open House — *next time*
4. Goals for 1994-95 — *next time*
5. Update on Athletic Director Search —
6. Ideas for communicating with constituents —
7. Constituent Network —
8. Committees/Budget —

agenda item



guidelines
for Admin staff
to deal market ady.
promotion
Family leave

Brick — Fall Rupton —
Professional development — three/ get
together — dept.
led O'Donnell —
→ Shared governance —

←—————→
Presidential Search

Pat —
Bryan —
Norma —
Proctor —
Dave Skifford
Inis Stewart

Greg Jordan

don't have to
be on council

Jay

consultants come to 3 meetings

June 24, 1994

To: Bryan Benner and Barb Keeley

From: Pat Green *Pat*

RE: Topics for Discussion at 6/27 Meeting

Here are some of the topics I would like to cover with both of you in our meeting on Monday at 11 in Bar's office. If you have any other items, please bring them along!!

Getting organized - transitions and leftover items from last year (final reports)

- Review of Exec Committee Schedule
- Review of ASC meeting Schedule
- Constituent Network
- Committee Assignments and Chairs
- Fall Reception - Location and food
- ASC and Executive Committee Roster
- Officer Meetings - 2 execs - plus - make arrangements -
- Constituent Forums or gatherings

Goals for 1994-95

- Review of last year's goals and carryovers
- Methods of assessing new goals

Presidential Search Committee

Budgets for Committees →

University Open House →

Misc???

I am looking forward to working with both of you in what promises to be a very busy and different year!! It should be fun!!

minutes from exec comm. & agenda

e-mail

plagues - Gregor Bar

communication

Cindy Allen

sticker - passport stamp
volunteers assess - take

Wal-Mart - donate film - take
photographs - info booth
4 plus

2 weeks - constituent network - purpose
agenda - communication

e-mail address - for Pat -

problem - my officer, exec -

Push for Admin Staff Position -

WAG ch
group printing kids
Balloons - giving away
Brown & orange
univ

ASC Executive Committee Meeting Agenda
Tuesday, July 12, 1994

1. Presidential Search Nominees

2. Presidential Search Qualities

3. Meeting with Ron Zera from Spencer Stuart

4. Meeting with John Moore - Family leave 12 weeks in 12 mo. per family

5. University Open House

6. Goals

Jonia Stewart - assist to v.p. on temporary basis - not
assoc. v.p.

Acting / Interim

Send to all
admin.
upon

Wayne - prepare statement - Instead
of going to handbook.

clarify - market
Promo
equity

Professional Development - get support
in dealing w/ people - the more
re-educational better



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

July 15, 1994

Memorandum

To: Ed O'Donnell

From: Pat

Enclosed is information from the last Exec meeting for your information. The list of presidential qualities is compiled from responses to the memo I sent to ASC members and is not edited. We have decided that each person on Exec should work on the list of presidential qualities by putting them in categories, i.e. administrative qualities, and/or editing before we submit the list to the Trustees. Please do what you can and bring to the next meeting on July 26.

Also enclosed are concerns that have been sent to me which we will begin to look at soon in order to set our goals for the coming year.

Exec also decided to recommend to the Board of Trustees that I, as chair, be on the presidential search committee. We are also submitting three other names: Marshall Rose, Bryan Benner and Jill Carr.

For our next meeting I would like to finish the presidential qualities, take a look at constituent concerns and begin to set our goals.

If you cannot be at the meeting and have any input please let me know before the 26th. Thanks!!

PG:aaf

Enclosures

Also sent: Greg Jordan
Barb Keeley
Amy O'Donnell
Denise Van De Walle

ASC Concerns 1994-95

- Help everyone learn to use e-mail
- Obtain a budget for professional development
- Day care
- Revisit or mission - What are we about - making EGSU a better place for as staff or playing a role in making EGSU better - period. We should examine ways we might be considered integral to the university.
- Salary improvements
- consistent evaluation procedures
- return across the board and merit to 60/40 unless consistent merit evaluations occur
- keep employee contributions to health care at a minimum by offering multiple options
- Lay foundations with CSC and Faculty Senate for a university body that represents all constituent groups
- Secure an overall salary and benefit package that ranks EG in the number 4 position or higher. Work to address the issue of gender equity and provide for a fair system of market adjustments. If the salary increase is to be determined by merit we need to know what the criteria is going to be prior to the contract year
- Continue to address the issues of excessive workloads especially where it applies to non replacement of positions and increased workloads
- Seek professional development funds again
- Discuss and develop recommendations and procedures for a grievance procedure for non-renewal of contract
- continue to work for creation of consistent evaluation process for all administrative staff
- Clarify BG family leave policy - re maternity leave for classified and administrative staff (4 mo for administrative and 6 for classified) also - if two persons work for EGSU it appears they are allowed only to split the 12 week leave - what if a child or parent is very ill?
- Health care - the continuing saga
- Equality of treatment and pay regardless of gender, race, class, preference etc.
- Interim position pay scales
- More with less philosophy leads to longer hours, more responsibility, but not often more funding. Admin staff may be most vulnerable to that concept. Can we do anything?
- Increase the % of sick leave paid at retirement - currently it is 25% and other universities are apying a higher %
- Involve members who continuously volunteer to be put on committee ballots but are not chosen because they don't have jobs that are high profile. Many of the same people appear to belong to more than one committee and/or serve as officers. We are here and we want to participate!
- Clarify what market adjustment, equity adjustment and promotion and procedures for all.

MEMORANDUM

TO: Pat Green, Chair
Administrative Staff Council

FROM: Amy O'Donnell, Chair
Ad Hoc Committee for Internal Affairs

RE: Recommendations for Council

DATE: July 25, 1994

Per our recent conversation, I am forwarding a summary of ideas the Internal Affairs Committee has been discussing.

- 1. It is clear that ASC members are disgruntled with the attention Council receives from Personnel. We recognize that Ann Marie Heldt's support of the group a few years ago was unique. However, most people believe our ideas don't receive any support outside our ranks. We'd like to see Pat Patton attend our meetings. Perhaps she could lend some insight on the issues we pursue. We would also like to see VP Martin at least two times throughout the year. Maybe he would have a better understanding as to our goals, as well as perspective on why our efforts seem to fall short of Ad Council support. *advisory committee*
- 2. We would like to make immediate changes in the way "For the Good of the Order" is handled. If people have nothing to share, why watch them shake their heads "no?" Consideration may be given to creating an information table where representatives may leave materials for view by other members before departing. *good info not good* *V.P. → area - good idea* *personal table*
- 3. We would like to continually and actively devise a more appropriate physical set-up for meetings. We could solicit ideas from Council at meetings and re-arrange the set-up then and there. We also recommend that officers be visible, i.e., up and greeting members as they walk in to the meeting.
- 4. More people need to be involved in Council, either on committees or in constituent relationships. Our suggestion is to hold lunch meetings inviting all administrative staff members to discuss or vent concerns, possible goals, and potential ways to get them more involved in the life of Council. These meetings could be held monthly from 12:00 to 1:00, with

the regular monthly meeting taking place from 1:15 - 2:30. We believe officers should be present at these meetings.

- 5. We've decided a more formalized, committed effort needs to be placed on orientation for new members. We suggest a meeting for first-time (and whomever else decides they need it) members to discuss their needs and concerns as they approach a three-year commitment to Council. We could go through the Orientation Handbook to determine its utility--what needs to be changed, added, deleted? We could also suggest going over an ASC meeting agenda to uncover questions and concerns about procedure.

The Internal Affairs Committee suggests holding this meeting after the first Council meeting. By that point new members should have plenty of unanswered questions. We believe October 6 will be the second meeting. If so, we could meet over lunch, gather ideas, and then proceed with the larger meetings. There's no better group of people to suggest what they're missing from the experience than the new members themselves.

Please let us know what you're thoughts are on this memo. We are ready to proceed with and accomplish numbers two and three. After that, number 5 holds the most interest. Number four is worth a try any time soon.

Number one may take some special effort, but we believe it is necessary.

Diane Regan and Deb Wells will be at Exec Committee to discuss these concerns with you.

- to persons
off: unfri

— health care concerns

Memo

all stuff - W - brought back -
Q - v. v. p. p.
Unruh -

Pub. Martin Luther to Executive Committee
to Advisory Committee for
personnel

position - for ad staff
 - focus on personal issues -

July 25, 1994

Memorandum

To: ASC Exec

From: Pat Green

Please review this draft of presidential qualities for our meeting next Tuesday. Hopefully we can use this revised version as the basis of our recommendations to the Board. Thanks!!

BOWLING GREEN STATE UNIVERSITY
University President
Leadership Statement

Bowling Green State University seeks individual for President who will lead the institution into the next century. The successful candidate is expected to have:

- *Demonstrated success in* ~~An earned Ph.D. with higher education administrative experience~~ and the capacity to provide management and financial oversight to a complex organization
- Exceptional ability to communicate with many constituencies - both off and on campus, including critics -- about the essence and value of BGSU; an individual who will be an effective advocate with our many publics, from students to parents to taxpayers to legislators
- A commitment to moving into the 21st century with a strategic plan developed through the shared governance process and responsive to innovative developments in educational technology
- An ability to lead others to a shared vision for the future as a public undergraduate institution with where teaching and scholarship are valued, academic excellence is paramount and diversity and global perspectives are integral
- An accessible and dynamic leadership style with the expectation that other administrators will operate similarly; demonstrated willingness to respect, listen and respond to concerns of all campus constituent groups
- A commitment to the acquisition, application and implementation of information technology and its availability to all constituents groups
- A skilled and experienced fund-raiser
- An understanding of the appropriate role of intercollegiate athletics in an academic setting
- An appreciation and commitment to diversity and the ability to infuse a commonality of purpose that embraces and transcends the many differences among those seeking to fulfill the academic mission

move to bottom



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

August 16, 1994

Memorandum

To: ASC Executive Committee

From: Pat Green, Chair

As we move into the new academic year, I wanted to take some time to update everyone on what Exec has done this summer so we are all on the same base (at least for a while)!

- Presidential Search

We submitted four names to the Board of Trustees for consideration. We also wrote a leadership statement that represents interests of all administrative staff. Many thanks to Diane Regan for doing most of the work on the statement. A copy of the final document is enclosed. I understand the Trustees will be meeting on Monday, August 22, to select the members of the committee.

- University Open House

We decided that ASC definitely needed to participate as a group. We will "person" the various information booths around campus as well as distribute helium balloons throughout the day. We will need volunteers for both of these. Some people have already indicated their willingness to volunteer. Bryan is trying to find someone who will coordinate the Open House from the External Affairs Committee.

- Fall Reception

The reception will be a week after Opening Day again this year to encourage more people to attend. We are also having it in Olscamp Hall. Bryan is working with Dave Crook's on a price for receptions and coffee at meetings.

- Reproduction Costs

Once again this year we will take turns photocopying the minutes to avoid spending our whole budget on minutes. Barb will set up a schedule.

- Council Meeting Locations

It was suggested that the whole council meet in different locations around campus if possible. Ed O'Donnell is going to look into the availability of Founders for a meeting.

- ASC Mail List on OPIE

Many thanks to Deb Wells for setting up the mailing list for administrative staff on OPIE. So far, any council member who has an e-mail account is on the list. All administrative staff will be invited to participate. Deb will add persons as requested. She will also be getting some instructions out soon for using the list. This adds another dimension to our communication abilities with all staff.

Page 2
August 16, 1994

- Internal Affairs Recommendations

The Internal Affairs Committee has done an incredible job of putting together some immediate recommendations. Exec has agreed to the following:

We will try to get Bob Martin to an Exec meeting so he will have a better understanding of some of our issues.

We will no longer go around the room for The Good of the Order, but try different things such as having an information table with literature set up, picking a VP area to report at a given meeting etc. At the September meeting we will have a personal information good of the order.

We will rearrange the tables if necessary during the meeting to continue to find a better set-up.

Officers will be visible and greet members as they come in.

Beginning with the October ASC meeting, administrative staff will be invited to join council members for lunch from 12:15-1:15 p.m. to open lines of communication, discuss issues etc.--tables will be set up with a designated facilitator at the table--internal affairs will figure out the logistics of whether to have lunch in another room etc. Concerns will be compiled by Internal Affairs for presentation to Exec.

The September ASC meeting will be structured differently. I will give a brief welcome but not do any real orientation to ASC. The internal affairs committee will meet with any member of council who is interested prior to the October meeting for an orientation to Council. Also at this meeting there will be a few necessary reports, but the bulk of the meeting will be spent breaking down into groups to identify the areas of concern that will generate next year's goals. We will not concentrate on language, but on substance.

Enclosed is a list of topics that Exec will look at next week and prioritize what we believe should be areas of concentration next year. The results of our meeting on the 23rd will be distributed to all council members and be the basis for our small group discussions at the September Council meeting.

- President Olscamp has been invited to speak at either our October or November meeting. He also has been asked to say a few words at our Fall Reception.

I am sure I have left some things off this list, but it should help bring everyone up to date. I plan to send another memo soon to all staff inviting them to join us for lunch and also to join the ASC computer list.

I hope to see you at Exec on August 23 in the Canal Room. Get ready for a busy and great year!

PG:aaf

Enclosures

ASC Concerns
1994-95

Professional Development

- E-mail (do training)
- Obtain a budget for professional development

Personnel

- Consistent evaluation procedures/criteria for merit
- Excessive workload issues especially where it applies to non-replacement of positions and increased responsibilities
- Keep employee contributions to health care at a minimum by offering multiple options
- Develop recommendations and procedures for a grievance procedure for non-renewal of contract
- Clarify BG family leave policy--especially if two persons work at BGSU
- Maternity leave for classified and administrative staff should be the same (4 months for administrative and 6 for classified)
- Define and clarify market adjustment, equity adjustment and promotion and detail procedures
- Interim position pay scales
- Inconsistencies in policies and procedures across VP lines
- Encourage hiring outside consultant for job classification study
- ASC representation on financial exigency

Salary/Benefits

- Day care / realization & implementation / impact
- Secure an overall salary and benefit package that ranks BG in the number 4 position or higher.
- Return across the board and merit to 60/40 unless consistent merit evaluations occur.
- Increase the percent of sick leave paid at retirement--currently it is 25% and other universities are paying a higher percent to be refunded by FIVE
- Gender inequity salary issues
- Market adjustment pool

General

- Revisit ASC mission to examine ways to be integral to the university
- Lay foundations with CSC and Faculty Senate for a university body that represents all constituent groups
- Involve more staff who want to participate
- Additional operating funds
- Increase communication among staff
- Develop procedures within ASC regarding development, approval and forwarding process of policies and recommendations

Scholarship

- Increase corpus to 35,000 or higher / foundation

minutes
out / PM
to ASC

15th

Sept.

ASC Executive Committee Meeting Agenda August 9, 1994

all staff
memo about
lunch

Intro - Pat
- to discuss
- some of the
- general
- order

break
small groups

1. Updates on:
presidential search
university open house
reception
barbeque
constituent network
2. Internal Affairs recommendations and first meeting
PJO at October meeting?
3. Goals and possible meeting next week
4. ASC list on computer

/ Agenda for 1st meeting

Goals
(committee members) @ first meeting

Pat - try to organize issues for goals to submit
before
write on 8/23 & send mt

Barb - Repro minutes schedule
focus groups again - not language
Liz - identify a few issues - & promote
& then submit issues to -

Ed - null - get orders - for the meeting -

Reception - previous winner Ann Bowers -
give award - time to honor

✓ Mary - Ann

ASC Executive Committee Agenda
August 23, 1994

1. Reception schedule
2. Agenda for September meeting
3. Goals for September meeting
4. Winter Reception

plus search
merch
open house
perf evaluation

grab description
his stuff

minutes — 4/6/95
Bob Waddell

photo community
mandate

EXECUTIVE OVERVIEW
DESIGN AND IMPLEMENTATION OF A JOB ANALYSIS AND
COMPENSATION PROGRAM FOR ADMINISTRATIVE/PROFESSIONAL STAFF

Bowling Green State University has planned a two-tiered committee structure (executive and steering) to participate in and monitor the activities of developing and implementing a job Analysis and compensation program for the administrative/professional staff. Technical, consultive and administrative support will also be provided by faculty from the Management Department, a graduate student and personnel consultants. As part of the team effort Bowling Green State University has requested and received a proposal from William M. Mercer, Inc., Columbus, Ohio for the design and implementation of the job analysis and compensation program for the administrative staff. Presently, the University has no formal process in place for analyzing and evaluating administrative/professional staff positions. The recent Department of Labor audit has recognized this and has recommended that the University take action to provide an environment where administrative/professional staff with same or similar job responsibilities are compensated accordingly.

Mercer has been selected as the organization to use because of their familiarity and experience with a number of state-supported colleges and universities. These include Kent State, University of Miami, Ohio State, Ohio University, Shawnee State, Wright State and the University of Youngstown. Mercer has also provided services to the State of Ohio. Their experience in the public sector, together with the satisfaction received by the other schools who use the services of Mercer, made this organization a good one to use to develop the program.

The program will produce the following items as part of the project:

- Development of the job specific information on all the approximately 450 administrative job titles within the University.
- Development of job descriptions tailored to meet the University's needs as well as complying with appropriate laws (EEO, ADA, etc.).
- Determination of appropriateness of job titles and making changes as necessary.
- Development of a customized point factor methodology to measure the value of each administrative/professional staff position on an objective basis.
- Compilation of market salary data and development of a compensation structure tailored to Bowling Green State University's unique needs and circumstances.
- Development of analysis to determine necessary individual compensation costs and job title adjustment.
- Preparation of a final report outlining study methodology to include documentation and recommendations arising from the project.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

September 6, 1994

Memorandum

To: ASC Exec

From: Pat Green, Chair

Pat

Attached is a draft copy of goals for 1994-95 based on the results of the small group discussions at Council meeting. Please look these over, rewrite etc. and bring changes to Exec on the 13th. We will work on them there. If I have missed something that you feel is important, please feel free to add to the list.

Thanks. See you at noon on the 13th.

**ASC Goals 1994-95
DRAFT**

1. Continue development of standard evaluation form for all administrative staff and develop methods for consistent merit evaluation and application of consistent policies across VP and presidential lines.
2. Participate in development of plans for day care center by pursuing membership in an advisory committee to assure quality programming and access for all university constituent groups. Pursue dependent care needs and Firelands needs.
3. Define and clarify procedures for market adjustments, promotion, equity adjustments and publish results to all staff.
4. Complete work on interim position pay scales.
5. Work closely with the Mercer Group in the job analysis and compensation study.
6. Address with Personnel equalization of benefits for administrative and classified staff such as length of maternity leave, benefit extension during first three-four months of unpaid sick leave.
7. Develop procedures within ASC regarding development, approval and forwarding process of policies and recommendations including procedures for Ad Council action within a certain timeline.
8. Increase methods of communication among staff through e-mail, creating lists of expertise and interest and utilizing staff. (Also look at election method to Council)
9. Obtain budget for professional development.
10. Work with Personnel to clarify family leave policy.
11. Examine staff development leave potential.
12. Increase the scholarship corpus to \$35,000 or more.
13. Determine process to deal with issues of gender inequity.

ASC Executive Committee Agenda
Tuesday, September 13, 1994

1. Winter Reception

2. Updates:

Mercer

Child Care

University Open House

Professional Development Institute

Personnel Issues

Presidential Search

ASC Minutes Distribution

3. Request to speak at Trustees meeting

3. Development of Goals

agenda items pre-panel

add to w sos - for BG should know end semester
apply 95 - 2 yrs - 10 people -
making on maternity leave
Huge set admin change soon
Pl. Amy O.

(EDD)

Amy O' - replace @ exec

Bryan - how split minutes

bulletin
✓ S.A.

Performance evaluation ?

minutes distribution schedule - Barb

Performance Review - Greg

Marshall
Jenkins to
what's the
plan

growth
train to students

how to get
what is timeline

staff
spike @
concerning

Handwritten: ASC Goals 1994-95
DRAFT

1. Continue active participation in development of standard evaluation form for all administrative staff. Develop process for consistent merit evaluation and application of consistent policies across VP and presidential lines.
2. Participate in development of plans for day care center by pursuing membership in an advisory committee to assure quality programming and access for all university constituent groups. Pursue dependent care needs and Firelands needs.
3. Define and clarify procedures for market adjustments, promotion, equity adjustments and publish results to all staff.
4. Complete development of interim position pay scales and examine methods to compensate staff for significantly increased workloads.
5. Work closely with the Mercer Group in the job analysis and compensation study.
6. Address with Personnel equalization of benefits for administrative and classified staff such as length of maternity leave, benefit extension during first three-four months of unpaid sick leave. *Identify*
7. Develop procedures within ASC regarding development, approval and forwarding process of policies and recommendations including procedures for Ad Council action within a certain timeline.
8. Increase methods of communication among staff through e-mail, creating lists of expertise and interest and utilizing staff. (Also look at election method to Council)
9. Seek professional development funds to assist administrative staff participation in professional development opportunities.
10. Work with Personnel to clarify family leave policy especially when both spouses are employed at the university.
11. Examine staff development leave potential and develop recommendations/ criteria for paid professional leave for administrative staff.
12. Conduct a fund-raising campaign to increase the scholarship corpus to \$35,000 or more.
13. Determine process to deal with issues of gender inequity.
14. Review and make recommendations on distribution of salary pool dollars including recommendations for merit.

Handwritten: Health Care - Monitor

Handwritten: explore possibility of advisory group
~~the Disincentive~~

Handwritten: Committee -

Handwritten: Review & make recommendations on health care benefits on behalf of administrative staff.

Handwritten: Sub group
Handwritten notes and scribbles on the left margin.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

September 26, 1994

Memorandum

To: Dr. Les Barber, Executive Assistant
to the President

From: Pat Green
Chair

A handwritten signature in dark ink, appearing to be "PG" or "Pat Green", written over the printed name.

On behalf of the Administrative Staff Council Executive Committee, I would like to request that the Board of Trustees allow the chairs of all constituent groups to report at the regular Board meetings. Since there are Constituent Reports on the agenda, it seems logical that all five groups represented should have an opportunity to briefly report with the members of the Board. This also would enhance the concept of shared governance.

From a personal perspective I found when I did my interviews last year for the Non-Academic Functions Committee, there was an attitude among staff in general that they were regarded as "second class citizens" and not acknowledged for their hard work. Unfortunately, small things like not speaking at Board meetings reinforces this kind of attitude. Reporting to the Board would send a positive statement to staff that they are recognized individually and as a group.

Thank you for your consideration.

PG:aaf

cc: ASC Executive Committee



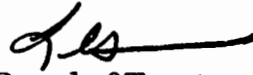
Bowling Green State University

Office of the President
220 McFall Center
Bowling Green, Ohio 43403-0010
Phone: (419) 372-2211
FAX: (419) 372-8

September 29, 1994

MEMORANDUM


TO: Judge C. Ellen Connally, Chair
Board of Trustees

FROM: Lester E. Barber 
Secretary to the Board of Trustees

RE: Attached Memorandum from Pat Green

Pat's memo on behalf of Administrative Staff Council is implicitly directed to the Board of Trustees. I am, therefore, forwarding it to you for your consideration.

dmm

xc: ~~P~~resident Olscamp
at Green

Call Denise
to confirm

Call Denise

ASC Executive Committee Agenda
Tuesday, September 27, 1994

5:00 PM 14
5-7 minutes

1. Presidential search - Marshall Rose
2. Goals
3. Agenda for next ASC meeting - conflict with Board Meeting
4. Updates
 - Scholarship campaign - Ken Frisch offer to speak to Council
 - Computer list/gopher
 - Mercer
 - Nov meeting - Pres coming/ also to lunch
5. CUPA study - Walt and Tim - 11 Wednesday - Barry not in town who can go
6. Other business

Encourage to
only for
or scholarship
the

Barb - send minutes to PG Box 91 - Classified
stuff

Relook world statement

Sharon budget

Develop list of questions for search

President's agenda
NAF report

Training / Professional

1 day meeting -
10:00 - 10:30

3:00 - Thursday
10:00 or

✓ Institute Schedule by Deb Rogers

Call John personal @ meeting
Call & find out when O.S. 1 -

ASC Goals 1994-95

DRAFT

1. Participate in the Mercer Group's job analysis and compensation study for administrative staff.
2. Seek ways to ensure consistent application of policies relating to the welfare of administrative staff across vice presidential and presidential lines, including annual performance evaluations, merit evaluations, salary adjustments, etc. Continue active participation in development of standard performance evaluation procedure for all administrative staff.
3. Continue participation in planning for a university-based day care center; pursue establishment of an advisory committee to assure quality programming and access for all university constituent groups. Pursue Firelands needs for day care. Examine dependent/elder care (long range).
4. Pursue implementation of a clear policy and procedure for addressing wage issues: market adjustments, promotion, equity adjustments, gender inequities, etc.. Distribute the approved procedures to all staff.
5. Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position or higher statewide. Review and make recommendations on future distribution of salary pool with particular attention to how the merit and across-the-board percentages are split.
6. Address issues related to increased workloads, e.g., development of interim/acting appointment pay scales and the possibility of alternative means of compensation/recognition.
7. Work with Personnel on the issue of Administrative Staff fringe benefits with a view to equalizing some benefits among employee groups e.g., examine consistency of policy with regard to maternity leave, unpaid leave, family leave, benefits for couples when both are employed by the university.
8. Establish procedures within ASC for handling policy proposals within an appropriate time frame including those which require Administrative Council action; establish a mechanism for follow-up including determination when to drop a proposal.
9. Expand communication links among administrative staff; explore potential for e-mail, interest groups, networks for staff members of similar expertise or interest; find ways by which administrative staff can help one another in the workplace; examine ways to improve representative/constituent contact including the way Council elections are held.
10. Seek to establish professional development funds to allow for staff participation in professional development opportunities.
11. Examine staff development leave potential and develop recommendations/ criteria for paid professional leave for administrative staff.
12. Continue to raise funds to meet the goal of \$35,000 or more for the scholarship corpus.

13. Participation in presidential search &
as ~~adviser~~ a backup of
administrative staff.



Bowling Green State University

Personnel Services
100 College Park Office Building
Bowling Green, Ohio 43403-0270
(419) 372-8421
Fax: (419) 372-2920

MEMORANDUM

TO: Dorothy Behling
Chair, Faculty Senate

Pat Green
Chair, Administrative Staff Council

Kathy Eninger
Chair, Classified Staff Council

FROM: John C. Moore *JCM*
Personnel Services

Don Boren *Don*
Chair, Health Task Force

DATE: October 5, 1994

We have received an invitation from St. Vincent's Medical Center for an overview of their programs, services and quality and a tour of the Medical Center. This tour would be very educational and could result in a better understanding of the University's Benefit Program.

We are asking you to appoint 5 members (15 in all) to accept the invitation to St. Vincent's Medical Center. The agenda for the day is as follows:

- I. Introductions and Lunch
- II. Opening Comments
- III. St. Vincent Medical Center Overview
Quality & Cost Effective Report
Community Responsibility Report
- IV. Discussion: Potential Joint Health Improvement Activities for BGSU
Employees
- V. Brief Tour of Key Clinical Areas (Optional)

A representative from Blue Cross/Blue Shield will also be present to answer any questions.

I need to know as soon as possible if you would accept the invitation, so we can set dates for October.

JCM:mmmb

Qualities for Next President

- Earned Ph.D. with higher education administrative experience (no corporate CEO)
- Exceptional ability to communicate with many constituencies - both off and on campus about the essence of BGSU
- An ability to lead others to develop a shared vision for the future as an institution whose primary mission is that of a public undergraduate institution where teaching and scholarship are valued
- A commitment to the acquisition, application and implementation of information technology and its availability to all constituent groups
- An accessible and visible leadership style with the expectation that other administrators will operate similarly
- Sensitivity and commitment to diversity and global perspectives
- Articulate vision of BGSU that includes academic excellence and an exciting general education curriculum
- Ability to motivate others
- Effective advocate
- Effective fund-raiser
- Very externally-oriented with respect to community involvement
- Has a proven record of fundraising (has led or been actively involved in a capital fund of \$25 million or more)
- Has managed a budget of some magnitude
- Has the ability to inspire and motivate employees
- Realizes that students are the reason we exist, and is willing to spend time with them at events etc.
- Is concerned about the needs and future of Firelands College
- Record of achievement through shared governance process
- Commitment to strategic planning process and development of plan that takes BGSU into 21st Century
- Commitment to professional development of staff/faculty
- Extensive experience in personnel management
- Proven record in developing marketing strategies
- Advocate of gender/salary and all inequities for all constituent groups
- Commitment to further development of graduate education
- Promote welfare of all students, faculty and staff
- Philosophy which supports the university athletic program
- Commitment to child care facility
- A demonstrated commitment to diversity
- A consensus builder who can help reduce waste in academic and non-academic areas to help hold down the costs of higher education
- Commitment (with understanding of issues) to campus-wide technological development and advancement
- Demonstrated ability to listen and respond to concerns of all campus constituent groups
- Strong commitment to interdisciplinary studies with appropriate funding for library materials to support curriculum
- Ability to woo legislators to get BG more money



Bowling Green State University

Recreational Sports
1001 E. Wooster Street
Bowling Green, Ohio 43403-0146
(419) 372-2711
Fax (419) 372-8454

October 6, 1994

Pat Green
Photochemical Sciences

Dear Pat:

I am writing on behalf of WELLNET (the BGSU Wellness Network) to inform you of our plans to implement the **3rd Spring Employee Enrichment Day**, otherwise known as the Employee Wellness Day. Hundreds of Bowling Green State University employees (faculty and staff) participated in the 2nd Spring Employee Enrichment Day, March 17th, 1994. The purpose of the day was to promote employee health and wellness and welcome spring! Many people participated in the Wellness Feud game and took part in demonstrations of line dancing, massage, cooking, calligraphy, gardening, tai chi, stress management and relaxation.

The goal of the '95 wellness day will again be to help build a supportive and constructive work setting and to improve the personal well-being of employees at all levels within the community. After evaluating the outcome of the wellness day, the committee is enthusiastically looking forward to planning activities for 1995! We would also like to extend an invitation to the Administrative Staff Council to appoint a representative to serve on the planning committee.

Committee members are currently seeking support from the Administrative Council in terms of allowing release time for all employees to participate in the wellness day activities. Please do not hesitate to contact me if you have any questions (372-7482). Thank you again for your support.

Sincerely,

3/16/94

Lauren Mangili
Lauren Mangili
Assistant Director
Student Recreation Center

ASC Goals 1994-95

- Participate in the Mercer Group's job analysis and compensation study for administrative staff. *-PWC*
- Seek ways to ensure consistent application of policies relating to the welfare of administrative staff across vice presidential and presidential lines, including annual performance evaluations, merit evaluations, salary adjustments, etc. Continue active participation in development of standard performance evaluation procedure for all administrative staff. *-PWC*
- Continue participation in planning for a university-based day care center; pursue establishment of an advisory committee to assure quality programming and access for all university constituent groups. Pursue Firelands needs for day care. Examine dependent/elder care (long range). *PWC*
- Pursue implementation of a clear policy and procedure for addressing wage issues: market adjustments, promotion, equity adjustments, gender inequities, etc.. Distribute the approved procedures to all staff. *~~Salary~~ PWC*
- Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position or higher statewide. Review and make recommendations on future distribution of salary pool with particular attention to how the merit is awarded i.e. dollar amount vs. percentage split. *Salary*
- Address issues related to increased workloads, e.g., development of interim/acting appointment pay scales and the possibility of alternative means of compensation/recognition. *PWC*
- Work with Personnel on the issue of Administrative Staff fringe benefits with a view to equalizing some benefits among employee groups e.g., examine consistency of policy with regard to maternity leave, unpaid leave, family leave, benefits for couples when both are employed by the university. *PWC*
- Establish procedures within ASC for handling policy proposals within an appropriate time frame including those which require Administrative Council action; establish a mechanism for follow-up including determination when to drop a proposal. *Int A*
- Expand communication links among administrative staff; explore potential for e-mail, interest-groups, networks for staff members of similar expertise or interest; find ways by which administrative staff can help one another in the workplace; examine ways to improve representative/constituent contact including the way Council elections are held. *Int A*
- Seek to establish professional development funds to allow for staff participation in professional development opportunities. *Prof Dev*
- Examine staff development leave potential and develop recommendations/ criteria for paid professional leave for administrative staff. *Prof Dev*
- Continue to raise funds to meet the goal of \$35,000 or more for the scholarship corpus. *Scholarship*
- Participate in presidential search process on behalf of administrative staff. *EXC*

BOWLING GREEN STATE UNIVERSITY
University President
Leadership Statement

Bowling Green State University seeks individual for President who will lead the institution into the next century. The successful candidate is expected to have:

- An earned Ph.D. with higher education administrative experience and the capacity to provide management and financial oversight to a complex organization
- Exceptional ability to communicate with many constituencies - both off and on campus, including critics -- about the essence and value of BGSU; an individual who will be an effective advocate with our many publics, from students to parents to taxpayers to legislators
- A commitment to moving into the 21st century with a strategic plan developed through the shared governance process
- An ability to lead others to a shared vision for the future as a public undergraduate institution with where teaching and scholarship are valued, academic excellence is paramount and diversity and global perspectives are integral
- An accessible and dynamic leadership style with the expectation that other administrators will operate similarly; demonstrated willingness to respect, listen and respond to concerns of all campus constituent groups
- A commitment to the acquisition, application and implementation of information technology and its availability to all constituents groups; responsive to innovative developments in educational technology
- A skilled and experienced fund-raiser
- An appreciation and commitment to diversity and the ability to infuse a commonality of purpose that embraces and transcends the many differences among those seeking to fulfill the academic mission
- An understanding of the appropriate role of intercollegiate athletics in an academic setting



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
(419) 372-2211
Fax: (419) 372-8446

October 10, 1994

MEMORANDUM

TO: Pat Green, Chair
Administrative Staff Council

FROM: Les Barber, Executive Assistant to the President

RE: Constituent Reports at Board of Trustee Meetings

This is a response to your memo of September 26, 1994, which I subsequently forwarded to President Olscamp and to Judge Connally.

Following discussion of the matter last weekend, the President and the Board asked me to schedule constituent group reports from both Administrative Staff Council and Classified Staff Council at each regular Board of Trustees' meeting. These reports, which will be scheduled along with those from Faculty Senate, the student governing bodies, etc., should be limited to three (3) minutes each.

This should be welcome news to both Classified Staff Council and to Administrative Staff Council. I know that I speak for the Board members and the President in saying that we look forward to participating in this new opportunity to hear the thoughts and concerns of University employees.

XC: Kathy Eninger, Chair, Classified Staff Council
Judge Connally
President Olscamp

~~FIN~~

ASC Executive Committee Agenda
October 11, 1994

copy 2 draft of performance
letter
- credibility of students

1. Goals to committee
2. Professional Development Institute letter
3. St. Vincent Tour
4. Employee Enrichment Day Representative
5. Presidential Search for Presentation Friday
6. Any other good stuff

Shared governance
e-mail net
accept invitation
Professional Development

— ASC - Wellness fund —

- ① — Issues of Technology
- ② — Higher ed back paid Phil

Prof
Lokken
approach
to the academy
by presence

Product - do not come in
can still be service oriented
public institution funding /
tax dollars / federal regulations
translates between B&A University
Credibility issue

Administrative Staff Council
Executive Committee Agenda
Tuesday, October 25, 1994

get - hats
noted

1. Standard Evaluation Form Feedback
2. Job Analysis Feedback (Mercer)
3. Representation at Board Meetings
4. Need for space for ASC Office?
5. Other Good Stuff



Agenda - Now?

PJO visit

St V. Trip
11/10

goals & objectives,
current goals / objectives / action
not performance -
b/c language doesn't translate
guidelines narrative
rank & rate
guidelines what to cover narrative
numerical systems / goals for next

Summary of meeting
Action items

Administrative Staff Council
Executive Committee Agenda
Tuesday, November 8, 1994

1. Mercer Group

2. Photocopy lunch flier with minutes → yes -

3. Office for ASC →

4. Developing Procedures for handling policy including when to drop → npt

5. Anything else

minutes - Ed & Amy O

Standing committee rights(?)

examining of those possy classifed
who are doctors

health care?

office space - need support staff -
funding / support / release time /
increased budget / support

If ever have person w/ no ofc - put in
request

budgetary increase -

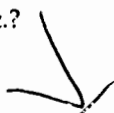
- think study student -

raise our \$ for prof development @ council

if funding would match -

Administrative Staff Council
Executive Committee Agenda
Tuesday, November 22, 1994

1. Mercer Tape
2. NAF - Norma to talk at next meeting
3. CSC - Short presentation on BG blanket
4. Health Care
5. January meeting - have standing committee reports
6. Lunch out in Dec.?



HLAA-UCR
Dental
Plan 1 - will be
processed



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

pub's copy ³⁶

December 6, 1994

Memorandum

To: ASC Executive Committee

From: Pat Green *Pat*

Re: December Meetings

Our Executive Committee meetings are scheduled for December 13 and 27. On the 13th we will meet at 11:45 a.m. at Trotter's Tavern in downtown Bowling Green for lunch. There will be one agenda item that we have to approve from Personnel Welfare. Other than that I believe we can relax and enjoy the fellowship! We certainly deserve it.

The meeting on December 27 is canceled. If I don't see you at the next exec, have a wonderful holiday.

PG:aaf



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 14, 1994

Memorandum

To: ASC Executive Committee

From: Pat Green, Chair

A handwritten signature, likely of Pat Green, consisting of stylized initials and a surname.

The Executive Committee will meet at 12:15 p.m. on Thursday, January 5, prior to council meeting. We will review the revised equity adjustment section for the handbook and approve the handbook changes so these can go forward at the January meeting.

Have a great holiday and a wonderful new year. Thanks for all the hard work you are doing. I really appreciate it!

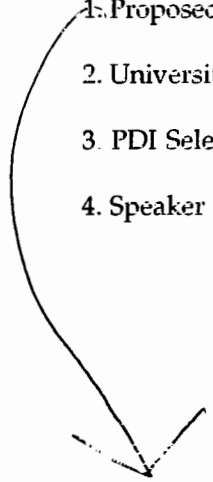
PG:aaf

Administrative Staff Council
Executive Committee Agenda
January 10, 1995

11:30

1. Proposed handbook changes
2. University Computing Council Rep
3. PDI Selections
4. Speaker next meeting?

memo out Council members -
this 1/19/1995



Call meeting Thursday -
11:30

Almister - on call - in fall -

- Gt to Bar - 3 yrs ago
Computing Council

~~Rich Hyland - all~~

- academic area - who is
on committee

David Bryan - minutes -
- meet
- Stand. govern. - cost of technology -
f.i.s.

PARTICIPANTS FOR PROFESSIONAL DEVELOPMENT INSTITUTE

NAME	DEPARTMENT	HIRE DATE
Lisa Chavers	Director of Project Search, Graduate College	July 1, 1983
Cynthia Crow	Project Coordinator, Philosophy	October, 1988
Pat Green	Administrative Director, Photochemical Sciences, Dept. of Chemistry	September, 1986
Barbara Keeley	Director of Program Advisement, Coordinator for Consortial Programs, Summer Dean, College of Health and Human Services	April, 1984
Inge Klopping	Assistant Dean for Information Services, College of Business Administration	August, 1987
JoAnn Kroll	Director, Career Planning & Placement	April 2, 1984
Diane Regan	Executive Assistant to the Dean, College of Arts & Sciences	August, 1982
Lori Schumacher	Coordinator, Payroll Accounting	July 15, 1974
Beverly Stearns	Assistant to the Dean, Libraries & Learning Resources	January, 1984
Susan Young	Assistant Director, Cooperative Education	October, 1989

2-2151

Administrative Staff Council
Executive Committee Agenda
Tuesday, January 24, 1995

1. University Computing Council Representative
2. Scholarship Committee Application
3. Internal Affairs Survey
4. Updates:
 - Mercer Report
 - Proposed handbook changes
5. Request from Supt. Hall - Bowling Green Schools
6. David Bryan - no word yet

- approved

Admin -
Faculty -

Met
3 times / all
semester

- We are an internal group & should
keep it there - But we need
to survive -

- Changing Institute -

1994-95 Administrative Staff Scholarship Committee Timetable

Jan.	Early in month Committee meets to make proposed changes to timetable and application	Com
Jan.	Recommendations forwarded to ASC Executive Committee	Chair
Jan.	Send request to Registration and Records for report of top 10% of class in each College after Fall 1994 term	Chair
Jan. 24	Executive Committee reviews proposed changes	
Jan.	Applications to Reprographics	Chair
Jan.	Send applications to FASE office, Off-Campus Student Center, Honors Program, Continuing Education Office, Coop Office, Multi-Cultural Affairs office, Pre-Major Advising, and all college academic offices. Ask them to encourage students to apply. Ad in <i>BG News</i> .	Com
Mar. 17	Deadline for applications, 5 p.m.	Marilyn
Mar. 20- April 7	Individual review of applications, group review of applications, finalist determined	Com
April 10-14	Interview finalists	Com
April 21	Scholarship recipient chosen	Com
April 28	Letters sent to winner and other finalists	Chair
May	Committee meets to evaluate the year	Com
May 4	Report to ASC on scholarship project including recipient, number of applications, suggested changes for the next year	Chair
June	Send request for disbursement to University Foundation and official acceptance form to recipient	Chair
August	Invite recipient to ASC Fall reception	Chair

Attach a separate sheet if additional space is needed. Please try to avoid abbreviations.

Academic honors or distinctions earned at BGSU:

Post-high school employment. Please list employer and approximate dates of employment. Use separate sheet, if necessary.

Present employer, if employed:

Name:

Address:

(work) Phone:

Please indicate current scholarships and whether they are renewable:

<u>1994-95 Award</u>	<u>Amount</u>	<u>Renewable?</u>
<hr/>	\$ <hr/>	<hr/>
<hr/>	\$ <hr/>	<hr/>
<hr/>	\$ <hr/>	<hr/>
<hr/>	\$ <hr/>	<hr/>

**** Please tell us what your educational expenses were for the 1994-95 academic year and how you have met those expenses. Then project your expenses for 1995-96 and share your plan for meeting them. Be as specific as possible. Please use a separate sheet.**

**** Please write a 500-800 word essay on the following topic:**

There are limitations to what grades, scores, and recommendations can tell us about any candidate. Write an essay on something about you that we might not learn from the rest of your application. You can approach this essay in a variety of ways. You may write about family situations, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, personal aspirations, or -- more generally -- topics that spring from the life of the imagination. There is no "correct" way to respond to this essay request. In writing about something that matters to you, you will convey a sense of yourself to us.

In order to determine your eligibility, it is important that the selection committee have access to your academic and financial aid records. Please indicate by your signature below that the Administrative Staff Council Scholarship Committee has your permission to access your records at Bowling Green State University.

Signature:

Date:

Administrative Staff Constituent Satisfaction Survey

(Surveys Returned: 142

Administrative Staff Council members are currently elected at-large from a Presidential/Vice Presidential level.

1. Is the at-large election process manageable (i.e., even though the group you choose from is large, in general do you know enough about the candidates to cast a reasonably informed vote about the adequacy of the individual to serve)?

62 Yes

78 No

Comments:

Being collated separately

2. Do you think the election process/outcome could be improved by breaking the large Vice Presidential pools into smaller constituency groups (maybe on the basis of geographical location or related departments where people might have more opportunity to know one another or to interact on a more frequent basis)so that smaller groups would elect one person whose responsibility it was to "represent" them?

98 Yes

37 No

Comments:

Being collated separately

3. Do you think the accountability (ability to represent the desires of the constituents) of representatives would be increased if they are elected from within smaller designated groups?

97 Yes

34 No

4. Is increased accountability for Council members a desirable goal for us to be working toward?

Over

108 Yes27 No

5. Over the course of the past three years, would you say you have been "well-served" by your Administrative Staff Council representative?

87 Yes39 No

6. How often did you hear from this person annually?

42 0 times72 1-5 times23 5-10 times

7. What form did the contact take?

57 Written30 Phone/Email45 Personal

8. Was this contact sufficient?

81 Yes39 No

Comments:

Being collated separately

9. Would you say it's also the responsibility of the ad staff employee to contact the representative if there is a problem or concern?

135 Yes6 No

10. Are you comfortable with contacting your Ad Staff Council representative if you don't personally know the individual who represents you?

105 Yes33 No

Any other comments you'd like to share would be welcome. Please add a sheet if needed.

Please return completed surveys to Deb Wells or Pat Kania,
Computer Services, by January 4, 1995.

Administrative Staff Council
Executive Committee Agenda
February 13, 1995

1. Elections
2. President's Panel Agenda Items
3. David Bryan's visit
4. Miscellaneous

Int affairs

16 Academic
2 Highlands
Opleys' 7 stay same -

end of week -
send right out -

ask for suggestions for chair/chair
elect -

~~Therit Jay - distribute of memo
across the~~

April meeting from groups on
Internal Affairs of JCU -

Administrative Staff Council
Executive Committee Agenda
Tuesday, February 28, 1995

1. Presidential Search Candidates

name tags - description of ASC
questions in 45 min

2. Salary Issues and David Bryan Visit

3. Miscellaneous

ask about search too

St. Lawrence

✓ professional staff chair @ schools -
should give name
management style

pat - few minutes Ruby Bauling (name)
ask person identify area

5 minutes who you are where you are from -
leadership/management
accessibility

- budget - process to do it
- new functions. Admin. Area

- St. Lawrence
- qualitative research - Feb
- St. Lawrence

for his quality

~~Meeting~~

12:00 @ March
7/6

evaluate

questions for us -

few minutes @ end -

supplier structure →

allow - 40 minutes / hour

file

Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

February 24, 1995

Memorandum

To: ASC Executive Committee

From: Pat Green, Chair

RE: Exec Meeting on 2/28/95

Executive Committee has a very full agenda next week. Two major items must be accomplished:

- Brainstorm the salary issues for David Bryan's meeting with ASC on March 9.
- Brainstorm questions on behalf of all administrative staff for presidential search candidates.

The first candidate will be on campus Thursday, March 2, and Friday, March 3. At this time I do not know when the session has been arranged for ASC to get together with the candidate. We have a very short time to get ourselves organized.

I would like to suggest that we begin our meeting on Tuesday as close to 11:30 a.m. as possible and consider meeting again before Trustee Bryan speaks on March 9. We can decide on Tuesday.

See you Tuesday.

PG:aaf

754

ASC Executive Committee
Agenda

1. Officers and Election — *Ballots — by mail — 1st preference only*
2. Absentees ~~_____~~
3. Food Collection —
5. Next meeting- speaker? small groups = *BAK*
6. Miscellaneous —

✓ *Agree for informal agreement by islands*

✓

- why only 1 VP area —
- Clarence Terry wife C. 1st.

*Personnel Welfare — work experience
procedure —
new pres & VP. —
visit*



Bowling Green State University

Office of the Vice President
for Operations
Bowling Green, Ohio 43403-0320
307 McFall Center
Phone: (419) 372-2126
FAX: (419) 372-0331

March 8, 1995

MEMORANDUM

TO: Pat Green, Chair ✓
Administrative Staff Council

FROM: Robert L. Martin
Vice President for Operations

RE: Proposed Administrative Staff Handbook Revisions

I apologize for the delay in responding to your request for changes to the Administrative Staff Handbook. Discussions concerning this have occurred within the Administrative Council and two courses of action are underway at this point. First, we are in the process of conducting an administrative and legal review of the University's current benefits relating to Family Medical Leave Act and maternity leave that should be completed within the next three to four weeks and the results will be discussed with your group. We have also decided to defer any response to the pay related suggestions you have made. We believe the results of the University study of administrative staff compensation (Mercer Study) will provide the University a basis for evaluating levels of duty and the appropriate pay windows as duties change. We will discuss the impact of that project with you at that time.

ec: Nancy Footer
John Moore

Administrative Staff Council
Executive Committee Agenda
Tuesday, March 28, 1995

1. By-law changes
2. Ad Council response to proposed handbook changes
3. Feedback on salary recommendation
4. Officer candidates →
5. Resolution/gift for PJO →
6. April Meeting

talk about future
meetings

hearing session for
magn policies

Administrative Staff Council
Executive Committee Agenda
Tuesday, April 11, 1995

1. Officers *Jan M.*

2. Firelands Exec Meeting *June 13 - old name*

3. June ASC meeting/ summer meetings

4. Fall reception *date, place*

5. PJO Resolution *→*

6. Salary Issues *Barry*

7. Miscellaneous *Press brief Friday 10:30*

Mentoring - apply to base -
rather than lump sum - across
board ment not applied -
deal different each constituent

Similar designs - one classified
adm similar responsibilities -
built in rewards - ?

General mgr - *Stundus / Kruschman*
Ann Butts

Harshman
Amy Hoopes
Dane Mallory
Jill Gay
classified

ASC Executive Committee
April 25, 1995

Ind - 4th
Tuesday

1. Internal Affairs —

2. Salary Issues —

3. June executive at Firelands

4. Elections

5. PJO Resolution

7 executive may + beyond — June 13

Missi

meeting place

call constituents by phone

W. 11.12

Premier — Salary issues

new list 5000

add internal affairs discussion

— elections —

— bylaws —

ad hoc — work — secretary —

June meeting

Responsibilities of Council

5/23

emphasize next year —

cost of living

classified staff

ASC Executive Committee
Agenda
Tuesday, May 9, 1995

1. Internal Affairs
2. Election Update
3. Firelands Exec — *minutes 8:30-*
4. June meeting
5. Training program suggestions next year - request from Personnel
6. Miscellaneous

*Call Shirley Colaner - find ad staff
changes to DB Wells
Bob Martin - personal info -
copy of goals - what did
report*

*Prof
Assertive / Diplomatic
Communication —
Confrontation
stress-workshop
CPR/safety
Customer Service*

*confront / conflict
difficult people
assertive
how say no
customer
service
conflict resolution*